

VACANCY ANNOUNCEMENT
2006-09-01CE-CL

U. S. COURT OF APPEALS FOR THE Third Circuit
Human Resource Manager

Closing Date: October 6, 2006

Salary: CL 28 - CL 29 - based upon qualifications and experience
(Min. \$52,259 - Max. \$101,038)

POSITION OVERVIEW

This position is located in the Circuit Executive's Office. The incumbent reports to the Deputy Circuit Executive and is responsible for all aspects of human resource management, such as recruitment and staffing; classification and compensation; benefits, performance management, grievance procedures and equal employment opportunity. The incumbent is responsible for the development of internal training programs for the Court of Appeals, as delegated by unit head(s).

REPRESENTATIVE DUTIES

- The primary focus of the job is to administer and supervise the human resources and training activities within one or more court units, ensuring accuracy and completeness of data, quality of service and compliance with internal controls, government requirements, regulations and policies.
- Assess training needs; develop internal training programs; coordinate, deliver and evaluate outside training programs. Evaluate and utilize existing training programs available to employees through internal on-line access.
- Update manuals, policies and procedures for local practices in accordance with the Guide to Judiciary Policies and Procedures.
- Review, research and make recommendations regarding workers compensation claims.
- Prepare and coordinate circuit-wide reports related to human resources as directed by the Administrative Office and the Court of Appeals.

REQUIREMENTS

- Minimum five years of general experience in progressively responsible positions which demonstrate general knowledge of management practices and administrative processes; ability to analyze problems and provide alternate solutions; the ability to communicate with others, orally and in writing; demonstrated ability to exercise mature judgement. A BS degree may be considered as substitution for some of the general experience requirement of five yrs. (For those applicants in federal service, one year must have been served in the next lower grade).
- At least three years of specialized experience in at least one but preferably two or more functional areas of personnel management and administration (classification, staffing, training, employee relations, etc.) that required knowledge of the rules, regulations, terminology, etc. of personnel administration. Experience with Judicial policy and procedures is preferred.

BENEFITS

- 10 paid holidays per year
- Up to 13 days of paid vacation for the first three years, increasing with tenure thereafter; 13 sick days accrued per year
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Optional long-term care insurance
- Optional participation in Health and Dependent Care Reimbursement Accounts
- Participation in the Federal Employees Retirement System
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen, or a citizen of a country with a defense treaty with the U.S. who is eligible to work in the U.S. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a fingerprint check. Direct deposit of pay required.

APPLICATION INSTRUCTIONS

Send your cover letter, resume and e-mail address to the attention of Patricia Moore, Office Manager, Circuit Executive’s Office, 22409 U.S. Courthouse, 601 Market Street, Philadelphia, PA 19106 or respond by e-mail with the required paperwork to hrmgr@ca3.uscourts.gov.

The U.S. Court of Appeals is an Equal Opportunity Employer